

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Firefighter**

Exam #: **61347**

Last Date for Filing: **April 27, 2005**

Date of Examination: **June 4, 2005**

Job Title: Firefighter - City of Troy, Salary \$26,226

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. An applicant for examination must be a resident of the State of New York at the time of examination and for at least one (1) month prior thereto. If the candidate were selected, he/she would have ninety (90) days to move into the City and thereafter remain a resident. Additionally, the selected candidate who had to move into the City would be required to show proof of such a move. The accepted form of proof is a voter registration card.

DUTIES OF THE POSITION: (Illustrative only)

- Responds to fire alarms and emergency calls with fire company;
- Lays and connects hose lines and nozzles, turns water on and off;
- Holds a fire hose and directs the stream;
- Operates a pressure pump;
- Puts up and climbs ladders, and enters buildings when necessary;
- Makes openings in burning buildings for ventilation and entrance;
- Removes persons from burning buildings;
- Performs salvage operations at scenes of fire, such as covering furniture with tarpaulins and cleaning debris;
- Inspects buildings periodically for fire hazards;
- Learns and practices new methods of fighting fires;
- Drives and operates motor driven firefighting equipment;
- Performs miscellaneous clerical work when assigned;
- Assists in giving emergency first aid treatment to injured persons;
- Cleans and maintains firefighting equipment;
- Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPOINTMENT: Candidates must not be less than nineteen (19) years of age. Candidates who are eighteen (18) years old on the exam date may take the exam, but are not eligible for appointment until their 19th birthday. Candidates must possess a valid New York State Driver's License. Candidates must meet the minimum Medical/Physical requirements, which shall be administered under the direction of the Troy Civil Service Commission. Candidates shall certify as a NYS Emergency Medical Technician (EMT) within twelve (12) months of appointment. Candidates are required to obtain NYS Paramedic certification within thirty-six (36) months of the date of appointment, and shall maintain such certification throughout their career.

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum qualifications, but expect to meet the requirements in the near future (six months or less), you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify in writing to the Commission that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

TOLERANCE POLICY: If you do not presently meet the experience requirements, a tolerance policy will allow one (1) month tolerance per year of required experience, up to a maximum of two (2) months.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

1. **Mechanical Reasoning:** The questions in this subtest will be accompanied by sketches or descriptions of various mechanical devices, hand tools, dials or gauges. The candidate may be required to demonstrate an understanding of how the devices work or of the underlying mechanical principles involved in the devices' operation; or be required to recognize, or know the use for, various tools or devices; and also be required to make accurate readings of dials and gauges. The various devices, tools, gauges, etc., pictured or described in this subtest are commonly used and not limited to use in the fire service.
2. **Solving Problems Involving Numbers:** This subtest requires the candidate to use addition, subtraction, multiplication, and division to solve problems that might be encountered in fire service activities. In some of the questions, sketches of simple geometric figures may be shown or simple geometric terms used. The problems are presented in the context of the job. Knowledge of fire fighting is not required. Formulas or equations will be provided where required.
3. **Understanding and Interpreting Graphs, Charts, Tables and Diagrams and Following Written Instructions:** These questions test for the ability to understand information that is presented in graphs or tables and to follow written directions. You will be given questions that cover such areas as graphs, charts, tables, diagrams, and operating instructions for devices. You must locate information on these charts, tables, or diagrams or follow instructions for operating devices in order to answer the questions. All the information required to answer a question is provided. Specialized knowledge of the subject matter is not required to answer the questions successfully.
4. **Understanding and Interpreting Written Material Pertaining to Fire:** The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it: a) accurately paraphrases portions of the selection; or b) adequately summarizes the selection; or c) presents an inference that can reasonably be drawn from the selection. The reading selections are drawn from a variety of sources related to the fire-fighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

Candidates are hereby notified that they will be required to pass the following qualifying exams: a Medical exam, a Physical Fitness test, and a Psychological Evaluation. (See statement on back page for information on the physical fitness test). In addition, they are notified that they are subject to a thorough background check.

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

QUALIFYING PHYSICAL FITNESS TEST – will be the CPAT which consists of eight (8) events. Event 1 – Stair Climb. Event 2 – Hose Drag. Event 3 – Equipment Carry. Event 4 – Ladder Raise and Extension. Event 5 – Forcible Entry. Event 6 – Search. Event 7 – Rescue. Event 8 – Ceiling Breach and Pull. Successful candidates who are called for the CPAT test will be given four (4) weeks notice and sent a copy of the requirements.

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office.

For purposes of claiming veteran credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	October 23, 1983 to November 21, 1983
June 27, 1950 to January 31, 1955	December 20, 1989 to January 31, 1990*
December 22, 1961 to May 7, 1975	August 2, 1990 to end of such hostilities
June 1, 1983 to December 1, 1987*	

*Credit for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal or the Marine Corps Expeditionary Medal.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

APPLICATION FEE: A **\$25.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. **SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.** If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1 Monument Square, Troy, NY 12180.

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

NOTE: A Guide to Taking the Test for Firefighter will be mailed to all approved candidates with their admission letter. Guides may also be obtained at the City’s Web Site at www.troyny.gov.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment.

RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

CROSS FILER STATEMENT: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you are taking another Civil Service examination for any other Civil Service agency on the same day as this examination, please notify this office at the time you file your application.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

THE CITY OF TROY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.